

- ✪ X02, Vendor Edit Table By Vendor Number – This report may be ordered from the **G.3** Request Standard Reports screen. The report is a vendor number listing that is sorted by Vendor type and Vendor Number or by Vendor number only. The **P** Report Period option allows departments to limit the report to certain Vendor Types or groups of Vendor Types.
- ✪ X03, Listing of FEIN-SSNs with Multiple Vendor Numbers - This report may be ordered from the **G.3** Request Standard Reports screen. The report is an exception analysis report that helps departments identify Federal Employee Identification Number/Social Security Numbers listed under more than one vendor number. A "null" report is produced when no records meet the selection criteria.

For more information and samples of the X01, X02 and X03 reports, refer to Volume 6, Chapter III-X, Vendor Edit Table Reporting.

NOTE: CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

CONTROL

The VE Table Activity Report (CSB930-1) and the VE Table Upload Report (CSB930-4) should be proofread to ensure that all changes and additions are made correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT IV-VE-1
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
Control Key:		
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
VENDOR NUMBER & SUFFIX (VENDOR/S)	10+2	<p>Enter the Vendor Number and Suffix.</p> <p>The following vendor numbers are reserved and must be established by each department:</p> <p>AAAAAAAAAA-00 Prints the department's Name, Address, City, State, Zip Code, and Phone Number on the remittance advice and on the Form 1099. The required Phone Number is for vendor questions on remittance advice and Form 1099 data.</p> <p>AAAAAAAAAA-10 Prints the Accounting Officer's Name, Title, and City where executed ('Title' is entered on ADDRESS1) for the Certification for Year-end reports.</p> <p>AAAAAAAAAA-70-79 Prints the agency's bank account number on claim schedule face sheet for ORF replenishment claims.</p> <p>Enter the vendor name exactly as shown below:</p> <p style="text-align: center;">AGENCY CHECKING ACCT NBR: XXX</p> <p>XXX is the agency's bank account number.</p> <p>Establish a different vendor suffix in the AAAAAAAAAA 70-79 range for each bank account.</p> <p>AAAAAAAAAA-90 Prints the department's Name and address data on the report distribution flagsheets. Use the following format:</p> <p>NAME: Office Name</p> <p>ADDRESS 1: Organization Name</p> <p>ADDRESS 2: Delivery address</p> <p>ADDRESS 3: (if needed)</p> <p>CITY, STATE, ZIP: (As shown)</p> <p>CONTACT NAME: Person receiving reports. "US MAIL" if reports to be mailed.</p> <p>PHONE: Contact person's area code and phone number or 'CNET' and number).</p> <p>NOTE: All vendor-number AAAAAAAAAA records must use Vendor Type 3.</p>